



Town Council Meeting
November 3rd, 2021 @ 7:00 pm
Town Hall & CONFERENCE CALL

7:00 pm Town Council Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call:
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors:
 - d. Announcements:
- III. Adoption of Agenda.
- IV. Approval / Rejection of Minutes
 - a. Approval/ Rejection of Council Minutes from the October 6th, 2021, Town Council Meeting.
 - b. Approval/ Rejection of Council Minutes from the October 6th, 2021, Town Council Executive Session Meeting.
 - c. Approval/ Rejection of Council Minutes from the October 20th, 2021, Town Council Workshop Meeting.
- V. State Police:
 - a. An update on October 2021 activity.
- VI. A presentation and discussion by Belfint, Lyons, and Shuman, CPA on the Fiscal Year 2021 Town Audit
- VII. Mayor's Report:
 - a. **ACTION ITEM:** Discussion and possible vote on movement of Town Council meetings to 6:30 pm.
 - b. **ACTION ITEM:** Discussion and possible vote to approve Resolution 2021-016: A Resolution to Request to Amend the Town of Townsend Charter Relating to Meetings.
- VIII. Reports
 - a. Town Attorney Fred Townsend III
 - b. Town Engineer Edwin Van-Otoo
 - 1. An update on Town Engineering Projects.
 - 2. **ACTION ITEM:** Discussion and possible vote on bids for the Route 71 and Karins Boulevard Pavement Improvements.
 - c. Town Manager
 - 1. Status update on the COVID-19 pandemic.
 - 2. A report on Town Administrative activities

Town Meetings have returned to an in-person format. Residents may choose to attend meetings in person or via electronic means. Townsend Town Hall will be available to the Town Council and those of the public wishing to attend in person. All personnel and visitors entering Town Hall must wear masks and comply with all CDC guidelines, including social distancing guidelines. Those that are sick or who have been exposed to the COVID-19 virus are asked to not enter Town Hall and may attend the meeting virtually. Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

3. **ACTION ITEM:** Review, discussion, and possible vote to proceed with Maintenance Building.
4. **ACTION ITEM:** Discussion and possible vote to authorize third-party pass-through grant for Townsend Fire Company command vehicle.

IX. Committee Reports

- a. **Finance Committee:** Chair: Mayor Miller, Co-Chair: Councilman Dugan
 - a. Review and possible discussion on the September 2021 Budget vs. Actual Report.
- b. **Human Resources Committee:** Chair: Mayor Miller
 - a. **ACTION ITEM:** Discussion and possible vote to approve Resolution 2021-017: A Resolution to Authorize Personnel Actions; The Hiring of a Code Official.
- c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz
- d. **Land Use and Development Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Dugan
 - a. A status update on the 2020 Comprehensive Plan second PLUS review meeting from October 27th.
- e. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Mayor Miller
 - a. Discussion on Veterans Day Event scheduled for November 11th, 2021.
- f. **Public Safety Committee:** Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke
- g. **Community Engagement Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell
 - a. A recap on the October 22, 2021, Movie Night in the park.
 - b. A discussion and update regarding the reinstatement of the Junior Town Council.
 - c. A discussion regarding December Town events including Caroling and the Tree Lighting.
- h. **Parks and Recreation Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Mertz
 - a. A discussion on the status of the spring Town Fair planning event.
- i. **National Wildlife and Historic Preservation Committee:** Chair: Councilwoman Clarke
 - a. A discussion on how to proceed with the historic preservation activity.

X. Citizens Comments & Participation

XI. Adjournment.
